



# City of Waupun

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## Waupun Business Improvement District Minutes of Meeting - **Wednesday, May 10, 2017**

The Waupun Business Improvement District met Wednesday, May 10, 2017 in the City Hall Council Chambers.

City Staff present is City Clerk Hull and Administrator/Economic Development Director Schlieve.

Waupun Chamber Director Charlene Becker is absent and excused.

Audience present is Lisa Stollenwerk, Teresa Ruch, and Jan White.

The meeting was called to order at 7:00am.

Members present are Wayne Buteyn, Larry Sullivan, Al Verhage, John Karsten, John Theune, Jack Dunham, and Rich Matravers. Jeff Riel and Krista Bishop is absent and excused.

The Board welcomes new Mayoral appointed Board Member Teresa Ruch. Ruch takes a seat with the Board.

Motion Matravers, second Theune to approve the minutes of the March 8, 2017 meeting of the Business Improvement District. Motion carried 8-0.

### Prior Business- Outstanding Applications

Steve Daute, The Other Bar, submitted a Façade Improvement Program application for the property 105 E. Main Street, Waupun at the March 8, 2017 BID meeting. Renovation to the façade includes siding and awning. Other items listed which will be provided for consideration to the CDA Board are roof, HVAC system, insulation, and other maintenance items. Total project cost is estimated at \$55,590.00 which the Board approved 50% of the BID related expenses not to exceed \$2,000. The project was just approved with the CDA and Daute believes construction will begin in June. Due to the timeline, the Board is requested to extend the expiration date of Daute project.

Motion Verhage, second Matravers to extend the expiration date for three additional months for the project of Steve Daute, The Other Bar, 105 E Main Street, Waupun. Motion carried 8-0.

Ken Liebenow submitted a Façade Improvement Program application for the property 24 E. Main Street, Waupun at the March 8, 2017 BID Meeting. Renovation to the façade includes front windows and doors. Total project cost is estimated at \$32,806.00 which the Board approved 50% of the expenses not to exceed \$2,000. Liebenow's project continues.

The 2017 BID Financial report provides a fund balance on May 1, 2017 of \$20,039.78 with \$6,377.92 outstanding-prior approved applications waiting completion.

Motion Verhage, second Karsten to approve the 2017 Business Improvement District Financial Report provided. Motion carried 8-0.

Virchow Krause auditing firm completed the 2016 Waupun Business Improvement District Audit for consideration.

Motion Theune, second Sullivan to approve the 2016 Waupun Business Improvement District Audit.

Lisa Stollenwerk, Viaggio LLC, submitted a Façade Improvement Program application for the property of 215 E Main Street, Waupun. Renovation to the façade includes new vinyl window signage, exterior baseboard, and handrail. Total project cost is estimated at \$440.98.

Motion Theune, second Matravers to approve a 50% matching grant to Lisa Stollenwerk of Viaggio LLC for façade improvements to the property of 215 E. Main Street, Waupun. Motion carried 8-0.

Katrina Hoinacki, K's Boutique, submitted a Façade Improvement Program application for the property of 311 E Main Street, Waupun. Renovation to the façade includes signage. Total project cost is estimated at \$501.13.

Motion Theune, second Karsten to approve a 50% matching grant to Katrina Hoinacki of K's Boutique for façade improvements to the property of 311 E. Main Street, Waupun. Motion carried 8-0.

Teresa Ruch and Jan White of Jan's Optical, submitted a Façade Improvement Program application for the property of 223 E Main Street, Waupun. Renovation to the façade includes signage, tuck pointing, and caulking of windows. Total project cost is estimated at \$4,685.53.

Motion Theune, second Karsten to approve a 50% matching grant not to exceed \$2,000 to Teresa Ruch of Jan's Optical for façade improvements to the property of 223 E. Main Street, Waupun. Motion carried 8-0.

Kevin Hamus of Mad Street Dog House submitted a Façade Improvement Program application for the property of 323 E Main Street, Waupun. Hamus requests the Board table his application for a future date.

Schlieve Report:

Downtown Promotions Committee has been active with the Farmers Market advertising and fall events. Ripon College Intern, Tyler Sturzl, started. Branding is in completion process. Awve was provided a contingency for additional funding from the CDA for the prior Corner Restaurant. Awve must be completed by August 1<sup>st</sup> or he receives a 20% penalty.

No member from the Waupun Chamber is present to provide a report.

No audience wishes to address the Board.

The next meeting of the Business Improvement District is scheduled for Wednesday, June 14, 2017 at 7:00am at the Waupun City Hall.

Motion Karsten, second Theune duly carried the BID Board adjourned at 7:25a.

Angela J. Hull, City Clerk